
	Office of the Controller of Defence Accounts No. 1 Staff Road, Secunderabad - 500 009 Ph. No. 040-27843385, 27847957 Fax No.040-27810499 e-mail : secd-ansn-cda@nic.in	
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No.AN/I/1144/Gen Corr/Disp

Dated: 20.01.2021

To

1. The DCDA i/c, PAO (ORs) EME, Secunderabad
2. The ACDA i/c, PAO (ORs) AOC, Secunderabad
3. The ACDA i/c, AAO (Army), Visakhapatnam
4. All GOs in Main Office
5. All SAOs/AOs/AAOs and Staff of Main Office
6. All Sub-offices at Secunderabad/Hyderabad/Surya lanka/Eddumailaram.

Subject: Prohibition on bringing any political or outside influence by Govt. Servant or by their close relatives in respect of service matters - Reg.

HQrs. Office has informed that despite repeated instructions there is no reduction in bringing outside as well as political influence by the officials and close relatives in matters like transfers etc and the same has been viewed seriously by the Competent Authority and it has been decided that representation received through proper channel will only be entertained and other representation from relatives/ other source will be recorded.

2. In this connection copy of the HQrs. Office Letter dated 11.01.2021 on the above subject is enclosed for information, guidance and strict compliance of the contents therein.

3. It is enjoined upon all officers and staff of this Organisation that they should desist from bringing outside as well as political influence by the officials and close relatives in matters like transfers etc and address his/her immediate official superior or Head of his/her officer or such other authority at the appropriate level who is competent to deal with the matter in the Organisation.

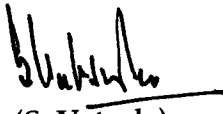
4. The case of violation of the instructions in this regard is liable for disciplinary action for such transgression and violation of provision of CCS (Conduct) Rules, 1964.

5. This communication may be given wide circulation and contents may please be got noted by all the officers and staff and their signatures may be obtained and kept on record.

Please acknowledge receipt.

CDA has seen.

Encl: As above


(S. Vatsala)
Asst. Controller (AN)

A01AN1C178
19/1/2021.

रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलन बटार मार्ग, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt 110010

No. AN/XIII/13006/Vol-XXII

Dated 11.01.2021

To

The PCDA/CDAs
The PIFAs/IFAs

(Through website)

Subject: Prohibition on bringing any political or outside influence by Govt. servant or by their close relatives in respect of service matters.


Reference: This HQrs letter bearing No. even dated 30.05.2017 & 12.09.2018.

Please refer DOP&T OM bearing F.No.II013/08/2013-Estt.(A-III) dated 31.08.2015 and communication cited under reference containing guidelines regarding representation from Government servants on service matters.

2. As per existing instructions/guidelines, wherever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him is to address his immediate official superior, or Head of his office, or such other authority at the appropriate level who is competent to deal with the matter in the organization.

3. However, it has been observed that instances of bringing outside as well as political influence by the official and their close relatives in matters like transfer etc. are on the rise. Such trend has been viewed seriously by the Competent Authority and it has been decided that representation received through proper channel will only be entertained and other representation from relatives/other source will be recorded. Further, the officials concerned may be liable for disciplinary action for such transgression and violation of provisions of CCS (Conduct) Rules, 1964.

4. The contents of this communication may be disseminated to all officers/ staff serving in your organization.


(Rajeev Ranjan Kumar)
Dy. CGDA (Admin)

Go/An
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रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलन बटार मार्ग, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt 110010

No. AN/XIII/13006/Vol-XXII

Dated 05.09.2018

To

The PCsDA/CsDA
The PIFAs/IFAs

(Through website)

Subject: Prohibition on bringing any political or outside influence by Govt. servant or by their close relatives in respect of service matters.


Reference: This HQrs letter bearing No. even dated 30.05.2017.

Please refer to the communication cited under reference containing guidelines regarding representation from Government servants on service matters. As per existing instructions, wherever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him is to address his immediate official superior, or Head of his office, or such other authority at the appropriate level who is competent to deal with the matter in the organization.

2. However, it has been observed that instances of bringing outside as well as political influence by the official and their close relatives in matters like transfer etc. are on the rise. Such trend has been viewed seriously and the officials concerned may be liable for disciplinary action for such transgression and violation of provisions of CCS (Conduct) Rules, 1964.

3. In this context, attention is also invited to DOP&T OM bearing F.No.II013/08/2013-Estt.(A-III) dated 31.08.2015.

4. The contents of this communication may be disseminated to all officers/ staff serving in your organization.


(Mustaq Ahmad)
Dy. CGDA(Admin)

कार्यालय, रक्षा लेखा महानियंत्रक
Office of the Controller General of Defence Accounts
उलन बटार मार्ग, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt 110010

No. AN/XIII/13006/Vol-XXII

Date 30.05.2017

To

All Pr. Controllers/Controllers
All PIFAs/IFAs

(Through Website)

Subject: Representation from Government servant on service matters-reg.

Reference: This HQrs letter bearing No. AN/XIII/13700(435)/2015 dated 02.09.2015.

It has been observed that certain Government servants are representing directly or through their relatives etc. on service matters to the Prime Minister, Minister, Secretary and other higher authorities.

2. As per existing instructions, wherever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him is to address his immediate official superior, or Head of his office, or such other authority at the appropriate level who is competent to deal with the matter in the organization. Suitable guidelines in the matter have already been issued vide HQrs Office letter cited under reference. (Copy attached)

3. Therefore, it is reiterated that as per DOP&T OM bearing F.No.11013/08/2013-Estt.(A-III) dated 31.08.2015 "Such submission of representations directly to other authorities by-passing the prescribed channel of communication, has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these instructions. This can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3(1) (iii) of the CCS (Conduct) Rules,1964. It is clarified that this would include all forms of communication including through e-mails or public grievances portal etc."


4. In view of above all concerned authorities are requested to bring the existing instructions/rules to the notice of all concerned for compliance.

This issues with the approval of the CVO.


(Brij Kishore)
For CGDA

Copy to:
EDP Section(Local)

For uploading on web-site.


(Brij Kishore)
SAO (Admin)